



**BOOK: Employee Handbook Administrative Guideline**

**PART: I – All Employees**

**SECTION: 4.01 & 4.02**

**TITLE: Requests for Individual Salary Reconsideration**

#### **4.01 Delineation of Rights**

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- F. To maintain efficiency of school system operations;
- H. To introduce new or improved methods or facilities;
- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

#### **4.02 Sole Basis**

This section does not describe any rights of the employee(s). Accordingly, the employee(s), may not base any charge of a *Handbook* violation under the District's grievance process or any other forum solely on this section.

#### Administrative Review of Individual Requests for Salary Reconsideration

Individuals who feel they are not compensated at a "fair market rate" for their skills, certification, experience and / or work load; should submit a written request for salary reconsideration to the superintendent AND direct supervisor.

- The superintendent will meet with each individual requesting a salary review/increase.
- The superintendent will review the individual employee request.
- The superintendent SHALL establish, through verifiable means, that the salary adjustment request is in line for the "job market rate" for a specific position.
- The superintendent is authorized by the Board of Education to adjust individual salaries based upon market factors and supply and demand for specific positions. The Superintendent may

MATCH an offer from another employer OR, in his/her discretion, counter the offer (not to exceed the amount offered by the other employer).

- The decision of the superintendent is final and not appealable to the Personnel Committee or Board of Education.
- The superintendent is responsible for reporting to the full Board of Education any individual salary adjustments or denials of requests. The Superintendent will also provide the Board of Education with the rationale for each decision.

BOE reviewed July 15, 2019

*The School District of Colby does not discriminate on the basis of age, sex, race, religion, national origin (including limited English proficiency) ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other reason prohibited by law.*